



MCOLES Annual Registration

The MCOLES Annual Registration is a unified process that will handle statutorily mandated MCOLES reporting requirements for law enforcement agencies as well as the voluntary registration for the 2005 Law Enforcement Distribution. **Participation in the MCOLES Annual Registration is mandatory for every Michigan law enforcement agency, thus fulfilling the reporting requirements specified in MCL 28.609(d).** Within the Annual Registration process, each agency may also elect to voluntarily register for the 2005 Law Enforcement Distribution.

The MCOLES Information and Tracking Network (MCOLES Network) *must* be used to complete the MCOLES Annual Registration. There are three mandatory components in the MCOLES Annual Registration process. They are:

- A. the agency profile update;
- B. verification of the agency personnel roster (roster verification), and;
- C. report of hours worked.

The profile identifies the agency head and provides MCOLES with current contact information, such as the agency address and telephone numbers. The roster verification identifies every licensed (certified) law enforcement officer employed by the agency during calendar year 2004.

The agency profile update and the roster verification must be completed between January 10 and March 14, 2005. This will permit adequate time to resolve issues regarding officers whose names do not appear on the agency roster. ***It is imperative that all roster issues are resolved within this time frame.*** MCOLES assistance regarding roster problems is available now at (517) 322-5615.

The period for reporting hours worked will open on Monday, March 7, 2005. A window will be available at this time, through the MCOLES Network, which will enable agencies to report the hours worked by verified personnel appearing on the agency roster. Following these entries, the mandatory portion of the MCOLES Annual Registration will be complete.

The registration window for the Law Enforcement Distribution (LED) will also open on March 7, 2005. LED registration will consist of two steps: entering expenditures from the previous year and registering for the new year. ***The LED registration deadline is Friday, April 8, 2005. Payments will only be authorized for MCOLES licensed law enforcement officers named on your agency roster!***

***** The MCOLES Annual Registration deadline is Friday, April 8, 2005 *****

Frequently Asked Questions Regarding the MCOLES Annual Registration

- A. ***What are the statutorily mandated reporting requirements for law enforcement agencies?*** MCL 28.609d requires law enforcement agencies to maintain an employment history for each licensed law enforcement officer the agency employs and to report the date on which each law enforcement officer commences or terminates employment. The statute specifies that these reporting responsibilities be carried out “in the manner prescribed by the commission,” (referring to MCOLES).
- B. ***What reporting procedures has the Commission prescribed for law enforcement agencies?*** At the Commission’s December 17, 2003 meeting, an interim policy was adopted that requires use of the MCOLES Information and Tracking Network by law enforcement agencies to satisfy their mandated reporting requirements. This policy is expected to be incorporated into the upcoming revisions of MCOLES Administrative Rules.
- C. ***Has the procedure to register for the Law Enforcement Distribution (LED) changed?*** Basically, the procedure will remain unchanged. You will use the MCOLES Information and Tracking Network to register for the LED since the law enforcement agency mandated reporting and the Law Enforcement Distribution use common elements of information.

We have, however, implemented a few enhancements for the 2005 registration.

- A new report has been added to the Hours Worked web page. Operators will now be able to print a hard copy of the information entered on that page.
 - The sort order for the Agency Roster and the Hours Worked web pages has been improved. The names are now sorted by both last name and first name. If you have several individuals on your roster with the same last name, these records will also be sorted alphabetically by first name.
 - To help ensure that a response is entered, the question, “Do you wish to register for the 2005 Law Enforcement Distribution?” will now appear on the Annual Registration Home page and the Annual LED Expenditure Summary page. ***If you have a balance of LED funds and are, therefore, required to submit the expenditure report, answer the question on the Expenditure Summary page.*** The question remains on the Registration Home page for those agencies that are not required to submit the expenditure report.
- D. ***How do I get access to the MCOLES Information and Tracking Network?*** It is necessary for each law enforcement agency to execute a User Agreement with MCOLES in order to use the system. Since the system contains information subject to privacy regulations, the law enforcement agency must identify persons authorized to conduct personnel transactions with MCOLES. These individuals, and the agency, must execute Operator Agreements with MCOLES. **Law enforcement agencies that have not already done so should execute User and Operator Agreements with MCOLES immediately!** Necessary forms are available at www.mcoles.org, or you may telephone MCOLES at (517) 322-1384.

- E. ***How will operators learn to use the MCOLES Information and Tracking Network?*** Mandatory operator training is currently being conducted across the state. Training schedules are available and training enrollment may be accomplished at www.mcoles.org. Due to the importance of system integrity and security, the only method of obtaining a system logon identification and password is through training.
- F. ***What is the MCOLES Number, and what is its significance?*** A unique, permanently assigned MCOLES number is assigned to each licensed law enforcement officer. When attending in-service training, officers will need to provide their name and MCOLES number to register their attendance. The social security number, date of birth, and other forms of personal information will no longer be used for enrollment, attendance, or tracking purposes. The MCOLES number will also be used by law enforcement agencies, or officers, when corresponding with MCOLES. Officer MCOLES Numbers may be found in the MCOLES Network at the Agency Roster.
- G. ***What should be done if an officer's name does not appear on the agency roster?*** Please call MCOLES at (517) 322-5615 and you will be referred to the appropriate MCOLES staff member to assist you. Once the issue has been identified, our staff will help resolve any problems.
- H. ***My agency leadership has changed. How do I report these changes to MCOLES?***
When a new chief of police or sheriff takes office, a new User Agency Agreement is required, under the signature of the new agency head. The User Agency Agreement must be submitted along with a letter of explanation that includes the date on which the new agency head took office. If MCOLES Network operators rights are to be rescinded or new operators added, new Operator Agreements must also be submitted. ***Any attempt to change the identity of the agency head directly through the MCOLES Network will cause your agency to be locked out of the system!***
- I. ***I am having trouble operating the MCOLES Network. Is there a Help Desk I can call for assistance?***
Yes. MCOLES operates a Help Desk to assist users with these difficulties. The MCOLES Network Help Desk may be reached at (517) 322-5615, on weekdays from 8:00 A.M. to 12:00 P.M. and from 1:00 P.M. to 5:00 P.M. If your question is in regard to the Law Enforcement Distribution, please call (517) 322-5617 during regular business hours.

Please remind your MCOLES Network operators that they must reset their passwords every 6 months!